

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-02-001

OPEN PERIOD:

3/3/2010 – 3/24/2010

JOB TITLE:Supervisory General
Supply Specialist**PAY GRADE AND SERIES:**

GS-2001-11

PAY RANGE:

\$67,963 - \$88,349

POSITION LOCATION:

Camp Roberts, CA.

UNIT:

USPFO

PDCN #: 70759000**Security Clearance Required:**
National Agency Check**APPOINTMENT TYPE:** PERMANENT - DUAL STATUS**AREA OF CONSIDERATION:** CURRENT PERMANENT USPFO
TECHNICIANS ONLY

Military grade of WO1 through WO2 or O-1 through O-2.

Compatible Military Grade Assignment: MOS WO 882A, 890A,
913A, 914A, 915E, 920A/B, 922A, 923A, Branch Immaterial; OFF
88C/D, 90A, 91A, 92A/D/F/Y, Branch Immaterial.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the United States Property and Fiscal Office (USPFO). The primary purpose of this position is to direct the development, coordination, and implementation of procedural changes; to direct the performance of management/program analysis for the logistic activities under the jurisdiction of the USPFO; and to direct acquisition, accountability, incoming, outgoing and formal transfer of logistic asset for the USPFO in support of the Federal and state mission. Position is responsible for the management, direction, and supervision of employees.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH VA 10-02-001C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education or training in administrative, professional, or other work which provided the applicant with a general knowledge of one or more aspects of the supply field.

Supervisory General Supply Specialist GS-2001-11: Must have 36 months of specialized experience gained in the supply field which provided the applicant with experience to analyze, develop, evaluate or promote improvement in supply programs, policies, procedures, techniques, etc.; experience which demonstrated the applicant's ability to control supply stocks and inventory, and account for equipment; experience which the applicant gained in dealing with cost estimates, budgets or funding management; experience which required person-to-person contacts to convey information and ability to compile reports, letters, memoranda, etc.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the organization, regulations and methods of supply systems.

2. Knowledge of the technical requirements governing the accounting of government property.
3. Ability to compute material requirements or estimates for budget, procurement, provisioning, or other special programs.
4. Ability to communicate both orally and in writing.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for 12 months of the required experience. For experience in the excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for six months of experience.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.**

Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER